

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.23</u>
SUBJECT: PUBLIC SPEAKING POLICY PROPONENT: <u>Jeffrey Lyons, Public Information Officer</u> <i>Name/Title:</i> <u>Commissioner's Office</u> <u>271-5602</u> <i>Division Phone #</i>	EFFECTIVE DATE <u>06/01/06</u> REVIEW DATE <u>04/01/07</u> SUPERCEDES PPD# <u>1.23</u> DATED <u>04/01/05</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:
To provide a system that permits employees to speak about official departmental business at organized public speaking events.
- II. APPLICABILITY:
To all staff
- III. POLICY:
It is the policy of the Department of Corrections to take every opportunity to better inform the public concerning the department by speaking at public, civic, school or other groups as requested. It is also the policy of the department to present a coordinated message when speaking in public.
- IV. PROCEDURE:
- A. Requests for Speakers
 - 1. The Public Information Officer will review all requests for public speakers.
 - 2. Staff that is invited to speak before the public or an organized forum must inform the Commissioner's Office prior to speaking at the event. The staff member should provide the name and location of the group, the nature of the speaking engagement and the general/specific subject matter so that the department's message is coordinated appropriately.
 - B. Approval of Speakers
 - 1. The department will maintain and update a list of staff that will be available to speak to organizations and groups upon request.
 - 2. Individuals that are not on the list can be approved to speak before a legitimate organization by the Commissioner.
 - C. Record Keeping
 - 1. The Commissioner's Office shall maintain and update a record of speaking engagements using the Public Speaking Engagement Log (attachment 1). The

information shall include the dates of the request and the speaking engagement; the group/organization's name; location; contact person; topic; staff who will be speaking and the Commissioner's Office notice of approval.

2. Procedures for media interviews are covered in PPD 1.13 (Public Information Policy).

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

PPD 1.13

LYONS/pf

Attachment

PUBLIC SPEAKING ENGAGEMENT LOG

[illegible]